



**Policy:** 3040  
**Procedure:** 3040.03  
**Chapter:** Routine Health Care  
**Rule:** Protocols and Standing Orders

**Effective:** 09/12/06  
**Replaces:** N/A  
**Dated:** N/A

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Health Services establishes protocols that provide written instructions or guidelines that specify the steps to be taken in evaluating a patient's health status and/or providing patient care. ADJC Health Services also may establish standing orders which may only be used for preventative medicine practices.

**Rules:**

1. The **MEDICAL DIRECTOR OR DESIGNEE** shall:
  - a. Develop and/or issue all medical and dental protocols and standing orders;
  - b. Review existing protocols and standing orders at least annually; and
  - c. Update protocols and standing orders as needed to reflect current medical practices.
2. All **MEDICAL EMPLOYEES** shall sign indicating they read and understood the protocols and standing orders:
  - a. At orientation - Utilizing Form 3040.03A Annual Protocols, Standing Orders, and Medical Policies and Procedures Review;
  - b. Upon issuance or revision - Utilizing Form 3040.03B Protocols, Standing Orders, Medical Policies and Procedures Review;
  - c. Upon the supervisor's direction - Utilizing One-on-One Notes; and
  - d. Annually - Utilizing Form 3040.03A Annual Protocols, Standing Orders, and Medical Policies and Procedures Review.
3. The **CORRECTIONAL REGISTERED NURSE SUPERVISOR II (CRNS II) OR DESIGNEE** at each Health Unit shall:
  - a. Maintain an up-to-date binder consisting of all current protocols and standing orders in an easily accessible location;
  - b. Maintain a binder/file with all signed acknowledgements; and
  - c. Maintain a file of all archive protocols and standing orders for historical and legal purposes.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
09/11/2006	April Randle MD		